

## BECOMING A LICENSED KENNEL IN GEORGIA

Anyone that wishes to go in to business in Georgia and provide a service for animals such as boarding, grooming, training, transporting, stud service etc. must apply for and obtain a “**kenel license**”.

The first step is to make sure that you are in compliance with your local ordinances. Some cities or counties have ordinances that limit the number of animals that a person can have on a property. There may also be zoning issues depending on where you plan on operating. Having a State license cannot exempt an individual or corporation from having to comply with these local ordinances. Your State inspector will require a letter from your local government stating that you will not be in violation of any of their ordinances prior to licensing.

You must then fill out the affidavit and citizenship verification document and have it notarized, see: <http://agr.georgia.gov/verification-of-lawful-presence.aspx> , this is a one-time requirement and will not be necessary upon renewing the license each year. You will need to have these documents to present to the inspector when they arrive to perform your pre-license inspection. A prelicense inspection is not necessary for non-residents.

Once these steps have been completed, give **the Georgia Department of Agriculture, Companion Animal Section** a call at **404-656-4914**. They will take your information and will forward it to the inspector for your area. The inspector will contact you and set up a pre-license inspection (an application will be provided). Your facility should be in compliance with the **Georgia Animal Protection Act** and be ready for business at the time of the prelicense inspection. The inspector will go over all requirements including record keeping procedures and disease handling protocol. The inspector can provide you with a copy of the **Animal Protection Act rules and regulations** at the time of inspection. They are also available on our website at: <http://agr.georgia.gov/animalprotection.aspx> .

After you or your organization has passed the prelicense inspection the inspector will forward the application, citizenship verification and the pre-license inspection report into the Atlanta office for processing. Our licensing division will process the information and issue your Kennel license. The license is renewable annually through our licensing division at: <http://agr.georgia.gov/licensing.aspx> .

Throughout the year, our field inspectors conduct random/routine inspections on all resident licensees. The inspections are unannounced and may occur at any time during normal business hours (8:00am – 6:00pm). They also work any complaints or disease issues that are logged on the facility ASAP.